

## Norfolk County Retirement System

### Job Posting

#### **Title**

Compliance Officer

#### **About NCRS**

NCRS is a multi-employer mandatory defined benefit plan, governed under Massachusetts state law, for most full time public employees working for one of the employer units within Norfolk County.

#### **Summary of Responsibilities**

Under the direction of the Executive Director, the Compliance Officer oversees, monitors and evaluates organizational compliance with state law, regulatory agency rules and policies, ethical standards, and internal professional conduct. The Compliance Officer serves as a liaison with legal counsel, investment advisors, regulatory agency, and vendors. The Compliance Officer also handles external communications.

#### **Responsibilities**

Ensure that the Retirement System remains in compliance with Mass General Laws, Chapter 32.

- Collaborate with the Retirement Board, Executive Director and legal counsel to ensure compliance with state laws and regulations;
- Monitor the Retirement System's compliance with PERAC, our regulatory agency, in all areas of compliance such as, but not limited to, investment regulations and educational requirements;
- Assist in the oversight of investment related matters;
- Assist the Retirement Board in matters pertaining to the Investment Managers and Investment Consultant as directed;
- Organize, monitor and participate in due diligence efforts;
- Acts as a liaison with legal counsel, investment advisors, regulatory agency and vendors; and
- Monitor and maintain ethical requirements of the Retirement Board and staff, such as, but not limited to, Conflict of Ethic Standards and Statement of Financial Interest forms;
- Maintains, revises and initiates external and internal compliance procedures.

Review, develop and, when necessary, create external communications for the Retirement System.

- Draft and coordinate posting of Request for Proposals;
- Maintain and update the Retirement System's website;
- Assist in the creation and editorializing of newsletters;
- Coordinate and develop mass mailings as required, such as, but not limited to, member annuity statements, annual retiree affidavits and elections; and

- Initiate Retirement System's ability to utilize technological advancements to benefit its members.

#### **Qualifications**

- Bachelor's degree in related field or equivalent experience
- 10 years of investment management, compliance issues, legal experience and / or financial management experience
- Ability to follow instructions and function independently within prescribed deadlines
- Excellent verbal and written skills
- Ability to work in small office environment

#### **Preferred Qualifications**

- Working knowledge of Massachusetts General Laws Chapter 32 or defined benefit plans
- Ability to use PTG software

#### **Working Conditions**

Office setting with:

- Ability to lift up to 15 pounds.
- Ability to perform administrative duties, such as, but not limited to, typing, filing, bending over to low files, reaching for high files.
- Ability to sit for extended time periods.
- Ability to express and exchange ideas by means of written and spoken word.
- Expected to use computer, printer, calculator, telephone, photocopier, fax, scanner and other office equipment as required.

**Work Schedule:** 8:00AM to 4:00PM Monday through Friday.

#### **Salary Range**

\$65,000 - \$72,000

#### **Application Deadline**

July 18, 2018

#### **To Apply for this Position**

Please provide a resume and letter of interest to: Kathleen Kiely-Becchetti, Executive Director by email to [kkb@norfolkcrs.com](mailto:kkb@norfolkcrs.com) – job title must be listed in the subject matter of the email.